



UNITED STATES MARINE CORPS
THE BASIC SCHOOL
TRAINING COMMAND
24164 BELLEAU AVE.
QUANTICO, VIRGINIA 22134-5019

1300
C474-Ops
8 Jan 16

From: Operations Officer
To: Warrant Officer Basic Course Company Executive Officer
Subj: WARRANT OFFICER BASIC COURSE APPOINTMENT CEREMONY
Ref: (a) OPNAVINST 1710.7A Social Usage and Protocol Manual

Encl: (1) Plan of Actions and Milestones (POA&M)
(2) Little Hall Reservation Request
(3) A/V Support Request
(4) Marine Corps Band Support Request
(5) Combat Camera Support Request
(6) Point of Contact (POC) List
(7) Company Commander Biography Template
(8) Copier Procedures for Printing Programs
(9) VIP Roster Template
(10) Script Template
(11) Program Template
(12) Stage Set-up Diagram
(13) VIP Reserved Seating Sign
(14) Shutterfly Poster
(15) Directions and Parking Diagram
(16) Items Checklist for Ceremony
(17) Company Staff Reserved Seating Sign
(18) Student, Audience, and VIP Seating Diagram

1. Purpose. To inform The Basic School's (TBS) warrant officer basic course (WOBC) staff of the necessary steps in the planning and coordinating process for warrant officer appointment ceremony.

2. Mission. TBS will conduct an appointment ceremony in order to recognize and appoint students to the rank of warrant officer and chief warrant officer two.

3. Execution.

a. Commander's Intent. It is my intent that each student be efficiently and safely recognized for his or her accomplishments through this appointment ceremony.

b. Concept of Operations.

(1) Scheme of Maneuver. Appointment ceremony guests will begin arriving to Little Hall as early as 0900. The ceremony will consist of a 10 to 20 minute concert by the Quantico Marine Corps Band followed by the official ceremony. The official ceremony will include comments from the Commanding Officer, the TBS Chaplain, and the oath of office taken by the students. After the event's conclusion, officers will conduct an individual pinning ceremony on their own in a setting of their choosing.

c. Tasks.

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(1) Protocol.

(a) Reserve Little Hall by emailing the reservation request form in enclosure (2) to the appropriate contact listed in enclosure (6) no later than (NLT) 90 days prior to the appointment ceremony.

(b) Request A/V support for Little Hall by emailing the A/V support request form found in enclosure (2) to the appropriate contact listed in enclosure (6) NLT 90 days prior to the ceremony.

(c) Reserve the Quantico Marine Corps Band by emailing the band support request found in enclosure (4) to the appropriate contact listed in enclosure (6) NLT 90 days prior to the ceremony. Uniform for the band will be Service "B".

(d) Send the Combat Camera support request found in enclosure (5) to the appropriate contact found in enclosure (6) NLT 90 days prior to the ceremony.

(e) Make the necessary updates to the POA&M found in enclosure (1) and email it, the Company Commander biography example found in enclosure (7), and the VIP roster template found in enclosure (9) to the Company Executive Officer (XO) NLT 30 days prior to the appointment ceremony.

(f) Provide enough copies of the POA&M and VIP roster template for the company staff NLT 30 days prior to the ceremony, and take them to the company in-brief.

(g) Using the appropriate contact found in enclosure (6), inform the Marine Corps Association and Foundation (MCA&F) of ceremony details NLT 25 days prior to the ceremony.

(h) Using the appropriate contact found in enclosure (6) follow up with Little Hall, A/V Support, The Quantico Marine Corps Band, and Combat Camera to confirm reservations and support NLT 14 days prior to the ceremony.

(i) Request the VIP roster from the Company XO NLT seven days prior to the ceremony. Additionally, email the directions and parking diagram found in enclosure (15) to the Company XO for dissemination to the company NLT seven days prior to the ceremony.

(j) Prepare a rough draft of the script using the template found in enclosure (10). Prepare a rough draft of the program using the template found in enclosure (11). Email both rough drafts to the Protocol Officer and Company XO for review NLT five days prior to the ceremony.

(k) Email the completed VIP roster to the appropriate contact for Marine Corps Combat Development Command's (MCCDC) Protocol office NLT four days prior to the ceremony.

(l) Upon return of the script and program rough draft edits make the necessary changes/corrections to each NLT three days prior to the ceremony. Print at least four copies of the final script. Additionally, print the final programs following the copier procedures found in enclosure (8) NLT three days prior to the ceremony. The number of programs will be dependent on the number of VIPs in attendance.

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(m) Print the VIP reserved seating signs, the Shutterfly posters, the items checklist, and the company staff reserved seating signs found in enclosures (13), (14), (16), and (17) respectively NLT three days prior to the ceremony.

(n) Compile all the necessary materials for the ceremony following the checklist found in enclosure (16) NLT one day prior to the ceremony.

(2) Chaplain. Prepare the invocation and benediction NLT seven days prior to ceremony.

(3) WOBC Company

(a) Assign a company staff officer to serve as the company staff appointment ceremony representative NLT 25 days prior to the ceremony. This representative will coordinate with the Protocol Assistant in charge of appointment ceremonies unless specific guidance is needed from the Protocol Officer.

(b) Attend the company staff in-brief NLT 25 days prior to the ceremony.

(c) Following the format provided in enclosure (7), complete company commander biography, and return it to Protocol NLT 14 days prior to the ceremony.

(d) Using the template provided in enclosure (9), provide Protocol with a comprehensive VIP list NLT five days prior to the ceremony.

(e) Review the program and script rough drafts. Return them to Protocol with the necessary corrections NLT four days prior to graduation. Ensure that any information regarding the company staff is correct.

d. Coordinating Instructions.

(1) Timeline. Consult enclosure (1) for a POA&M that must be completed prior to the ceremony.

Day Of Appointment Ceremony:

0800	Use Enclosures (12) and (18) to guide ceremony set-up/VIP area setup/all area touch-up
0815	Support personnel in place/Sound checks
0830	Final Sound/Area Check
0900	Guests begin to arrive
0940	MCBQ Band plays 10-20 minute concert
0955	Five-minute warning
1000	Ceremony commences
	Official Party marches in to "Semper Fidelis"
	Invocation by TBS Chaplain
	Band plays National Anthem
1005	Introduction of Official Party and Distinguished Guests
1010	History of the WOBC
1015	TBS CO's Remarks
1025	Newly Appointed Warrant Officers take the Oath of Office
1030	Benediction by TBS Chaplain

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1035 Band Plays "Marine's Hymn"
1040 Ceremony conclusion, Warrant Officers leave for individual pinning

(2) The uniform is Service "A".

4. Administration & Logistics.

a. Administration. Combat Camera and the MCA&F will be documenting the event. Additionally, Protocol will provide one to two personnel to assist in taking pictures of individual pinning ceremonies.

b. Logistics. For directions and parking information for Little Hall refer to enclosure (15).

5. Command & Signal. The point of contact for this event is the Protocol Officer, Major John Huenefeld (703) 784-5264; john.huenefeld@usmc.mil. Alternate point of contact is the Protocol Appointment Ceremony Representative, Corporal Tiffany Hay (703) 432-6402; tiffany.m.hay@usmc.mil.

J. C. HUENEFELD